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THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

March 29, 1983

## EXECUTIVE ORDER

## GOVERNMENT WORK SPACE MANAGEMENT REFORMS

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 486 of Title 40 of the United States Code, in order to institute fundamental changes in the manner in which Federal work space is managed to ensure its efficient utilization, it is hereby ordered as follows:

Section 1. In order to make the Federal use of work space (including office space, warehouses and special purpose space, whether federally owned, leased or controlled) and related furnishings more effective in support of agency missions, minimize the acquisition of government resources, and reduce the administrative costs of the Federal government, the heads of all Federal Executive agencies shall:

(a) Establish programs to reduce the amount of work space, used or held, to that amount which is essential for known agency missions;

(b) Produce and maintain a total inventory of work space and related furnishings and declare excess to the Administrator of General Services all such holdings that are not necessary to satisfy existing or known and verified planned programs;

(c) Ensure that the amount of office space used by each employee of the agency, or others using agency-controlled space, is held to the minimum necessary to accomplish the task that must be performed;

(d) Manage the furniture, equipment, decoration, drapes, carpeting, plants and other accoutrements so that the use of all furnishings by the agency reflects a judicious employment of public moneys;

(e) Consider, in making decisions concerning the use, acquisition, or disposal of work space and related furnishings, the effects of its actions on costs incurred by other Federal agencies;

(f) Report all vacant work space retained for future Federal uses to the Administrator of General Services so that it may be made available for the temporary use of other Federal agencies, to the extent consistent with national defense requirements;

(g) Establish a work space management plan to meet the provisions of this Order, including specification of the goals to be achieved and actions to be taken by the agency in order to improve its utilization of all work space and related furnishings; and

more

(OVER)

(h) Establish information systems, implement inventory controls and conduct surveys, in accordance with procedures established by the Administrator of General Services, so that a government-wide reporting system may be developed.

Sec. 2. The Administrator of General Services is delegated authority, to the extent not prohibited by other laws, to conduct surveys, establish agency-wide objectives for work space use for each Executive agency, and establish procedures, guidelines and regulations to be followed by the agencies in developing the work space planning, information and reporting systems required by this Order.

RONALD REAGAN

THE WHITE HOUSE,

March 29, 1983.

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# Effort to Save Space Gets Boost

## Reagan Orders Cuts In Agency Offices

By Myron Struck  
Washington Post Staff Writer

The General Services Administration, striving to persuade federal agencies to give up millions of dollars worth of office space, got some additional muscle this week in the form of a presidential order.

An executive order, signed Tuesday by President Reagan, gives the GSA new authority to enforce its space-reduction regulations in agencies that traditionally have managed much of their own space, such as the Defense Department and the Veterans Administration.

"We got exactly what we wanted," GSA Administrator Gerald P. Carmen said yesterday.

The GSA is trying to get federal agencies to reduce the average amount of space allotted to an employee from 166 square feet to 135, partly to parlay a smaller federal work force into a double savings: fewer people on the payroll and smaller bills for leased space.

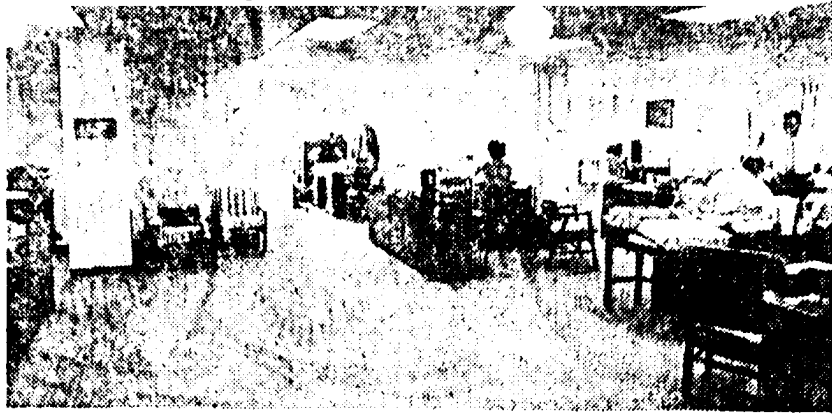
Since August, 1982, GSA officials have visited 75 agency offices throughout the region and have recommended that agencies give up \$5.3 million worth of rental space.

Agencies pay rent to the GSA for both leased and government-owned space. The GSA in turn acts as the leasing agent for most of the government's civilian agencies.

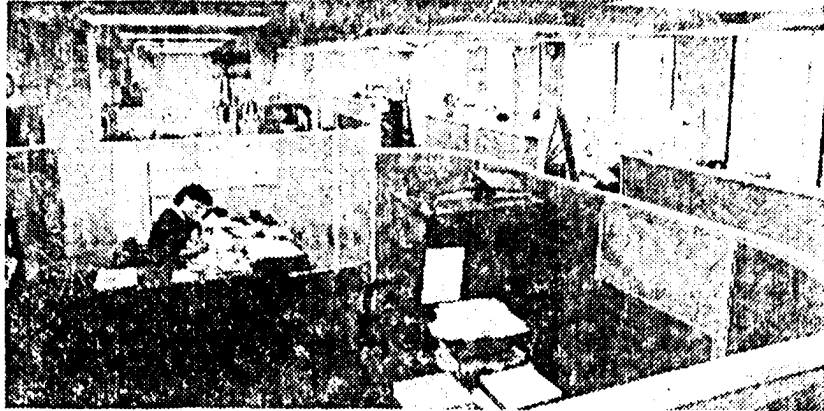
So far the GSA has recovered \$342,671 worth of office space and agencies have agreed to give up another \$1.4 million worth. Under new space management regulations, the GSA is charged with pressing its tenant agencies into 10 percent less space by the end of fiscal 1984. Agencies already at 135 square feet per person or less are exempt.

But it hasn't exactly been easy.

"Agencies measured their power by the amount of space they had,"



By Ray Lantig - The Washington Post  
The GSA calls Selective Service offices on 31st Street, above, an example of poor use of office space. Veterans Administration offices on K Street, below, get good marks.



said James G. Whitlock, GSA's assistant regional commissioner of public buildings. "But space is no longer a status symbol unto itself. In the past, if a manager's office was the size of a basketball court, then he had clout."

GSA officials say agency officials aren't expressing any fears that federal workers will end up jammed together, elbows interlocked. According to Carmen, many major commercial firms assign their employees 120 to 130 square feet of space.

But managers for seven local agency offices said efforts to trim space were both out of line and out of the question.

In the past, agencies were able to fend off the GSA's questions about their space by citing their need for the space without additional justification, said William B. Jenkins, GSA regional realty chief.

Under the new federal regulation, agencies will have to submit a plan by May 15 on how they intend to get down to the average of 135 square feet nationwide.

But the kicking and screaming continues.

Raymond F. Wisniewski, associate director for administration for the Selective Service System, refused to give up 2,475 square feet of space in

the agency's national headquarters building in Georgetown.

"Security is our foremost concern," Wisniewski said. "This agency has a controversial mission in support of national defense and as an example several hundred people were demonstrating outside our headquarters building last week."

The GSA's space utilization director, Kenneth L. Perrin, said the GSA backed off. "What else could we do?" he asked.